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MEMORANDUM FOR: Director of Training

ATTENTION : Registrar

SUBJECT : Senior Management Seminar

REFERENCE : Memo dtd 1 Sept 64 for Ex. Dir., DD/I, DD/P, and
BDSMT, fr Acting DD/S, above subject

1. As requested in Reference, the principals and alternates named
by the Deputy Director for Support for the Senior Management Course to
be held 25 - 30 October 1964 are as follows:

Principals:

Office of Communications

- GS-16

- GS-15

Office of Logistics

- GS-16

- GS-15

Office of Security

- GS-16

- GS-15

Office of Training

- GS-18

- GS-15

Medical Staff

- GS-14

Alternates:

Office of Finance

- GS-17

Office of Personnel

- GS-15

Support

- GS-15

25X1

2. You will note that the candidate named by the Chief, Medical Staff, and approved by the Deputy Director for Support, is a GS-11. It is realized that the grade of the candidate is an exception but the Medical Staff, the Agency, and the individual will all profit by [] attendance. He is a Ph.D.

[]
Senior Training Officer
Deputy Director for Support

25X1

SA-DD/S:RBJH/ms (11 Sept 64)

Distribution:

- Orig & 1 - Addressee
- 1 - DD/S Chrono
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- 1 - Senior Training Officer, DD/S, w/cy of Raf

DD/S REGISTRY 64-4637
FILE *Training 3*
2 September 1964

MEMORANDUM FOR : Director of Communications
Director of Finance
Acting Director of Logistics
Acting Director of Personnel
Acting Director of Security
Director of Training
Chief, Medical Staff

SUBJECT : Senior Management Seminar

1. Attached is a copy of the memorandum announcing the Senior Management Seminar to be held [redacted] during the period 25 - 30 October 1964. This was discussed at the DD/S Staff Meeting today.

2. Paragraph 5. of the memorandum allocates nine principals and three alternates for attendance from the Support Directorate. It is suggested that this allocation be divided as follows:

Communications	2
Finance	1
Logistics	2
Personnel	1
Security	2
Training	2
Medical	1
Support	1

3. Since the Office of Training has set a deadline of 15 September 1964 for receipt of names of the nominees, it is requested that you submit to this Office no later than 11 September the names of those whom you wish to be considered for attendance.

[redacted]
Executive Officer to the
Deputy Director for Support

Att: Memo dtd 1 Sep 64 to SACIN and Deputy
Directors for A-DD/II, same subj (DD/S 64-4637)

cc. Executive Secretary, Support Career Board *u/att*
SA-DD/S:HLB:jbb (1 Sep 64)

Distribution:

- 0 - D/CO
- 1 - Ea following adse
- 1 - DD/S *Approved*

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Next 1 Page(s) In Document Exempt

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Mr. Bannerman		
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REMARKS:		
Recommend <u>four</u> signatures.		
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01 SEP 1964

MEMORANDUM FOR: Executive Director
Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Science and Technology

SUBJECT : Senior Management Seminar

1. In May 1964 the Agency offered for the first time a new type of management seminar for senior officials. This Seminar at [redacted] presented under the auspices of the Office of Training, was attended by seventeen GS-15 and eighteen supergrade employees representing all major components of the Agency. The one-week program was con-

2. In view of the positive response to the May Seminar by those who participated, a second presentation has been arranged to take place [redacted] during the period 25-30 October 1964.

3. The seminar as developed by [redacted] his associates is designed to improve the individual manager's effectiveness as a member and as a leader of a management team. It will assist him in identifying and analyzing his leadership behavior and in developing improved approaches. It will provide him with specific techniques for improving group effectiveness and for overcoming obstacles to decisive group action.

4. Much of the material in this program is based on a new approach to management as developed [redacted] This is the so-called "Managerial Grid" approach which is currently attracting much attention in management training and consulting circles. The program emphasizes active learning and departs considerably from the usual training methods. Agency experience with the Managerial Grid to date shows it to be highly interesting and rewarding.

5. As in the past it is considered desirable to establish registration quotas for major components of the Agency to insure agency-wide

participation. Suggested quotas for filling the thirty-five available spaces are as follows:

<u>Component</u>	<u>No. Nominees</u>	<u>No. Alternates</u>
DCI Area	3	1
DD/I	9	3
DD/P	9	3
DD/S&T	5	2
DD/S	9	3

Nominees and alternates should be at the GS-15 level and above. Participation in previous [redacted] Seminars or in other management training is no bar to registration for this program.

6. In that the program requires the completion of a certain amount of "pre-work" on the part of participants, as well as advance planning by OTR, it is important that the names of nominees be submitted well in advance of the scheduled date for the Seminar. Accordingly, it is requested that the names of your nominees and alternates be submitted directly to the Registrar, Office of Training, by 15 September 1964.

/s/
R. L. BARNERMAN
Acting Deputy Director
for Support

Distribution:

- 1 - Executive Director
- 1 - each following addressees
- 2 - DD/S *Chrono Subject*
- 2 - ADTR

ORIGINATOR:

[redacted]

ADTR

Aug 26, 1964
Date